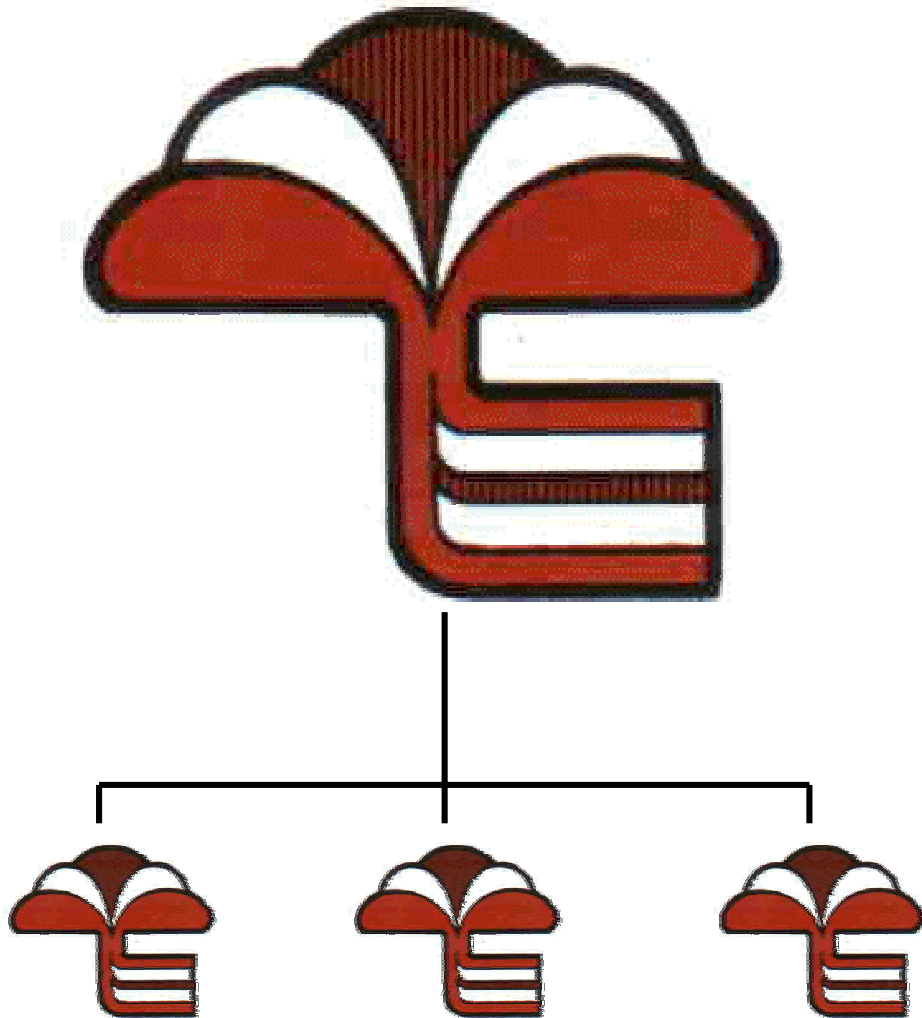


# Missouri VOAD



## Sub-State VOAD Charter Kit

# Missouri Sub-State VOAD Charter

The Voluntary Organizations Active in Disaster (VOAD) for the community/area of \_\_\_\_\_ would like to work cooperatively with the Missouri Volunteer Organizations Active in Disaster (MOVOAD).

1. We accept the purpose and program of MOVOAD and subscribe to the same principles of membership for our state organizations.
2. We accept the MOVOAD structure as a model for our organization and wish to use the NVOAD logo for identification purposes.
3. We have adopted a corresponding set of by-laws and submit a copy to MOVOAD with this charter.
4. We seek recognition as a sub-state VOAD and an opportunity to share in the purposes and programs of MOVOAD. We will participate in annual leadership conferences and other meetings and share with MOVOAD the responsibilities and obligations for such programs.
5. We accept our responsibility to maintain and provide MOVOAD with a copy of our sub-state VOAD membership roster with this application and annually on January 1<sup>st</sup> thereafter. The roster will include participating organizations and designated representative(s) including address, phone and fax numbers, and e-mail addresses. It will indicate principle officers of the organization as established in the accepted by-laws. We agree to keep MOVOAD advised of changes.
6. As a sub-state VOAD, we will prepare and provide MOVOAD with a copy of our sub-state VOAD Disaster Response Plan if developed.
7. This is a three-year charter effective \_\_\_\_\_. It will expire on \_\_\_\_\_ at which time a new charter application should be submitted.

Submitted:

Approved

\_\_\_\_\_  
Chair - Sub-State VOAD

\_\_\_\_\_  
Chair - MOVOAD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Instructions**

The following materials should be provided to Missouri VOAD (MOVOAD):

- ✓ Completed and signed charter document at left
- ✓ Copy of sub-state VOAD by-laws approved by the local membership as detailed in #3 of the charter document.
- ✓ Copy of the approved meeting minutes where by-laws were adopted and officers were elected.
- ✓ Membership roster with information as detailed in #7 of the charter document.

Mail the above materials to:

Missouri VOAD  
c/o SEMA - Dante Gliniecki  
P.O. Box 116  
Jefferson City, MO 65102

## **Review Process**

1. The application will be forwarded to the MOVOAD Secretary who will ensure all required documentation is included with the application.
2. The MOVOAD Secretary will present the application to the MOVOAD executive committee for review. The executive committee will make an acceptance recommendation to the general MOVOAD membership at the next regular MOVOAD meeting.
3. The general MOVOAD membership will vote on the acceptance recommendation.
4. The Secretary of MOVOAD will issue a letter to the applicant detailing the decision of the general membership. If approved, a copy of the charter, signed by the MOVOAD Chair, will accompany the letter. If denied, details will be provided to qualify the decision. The Secretary of MOVOAD is the custodian of all records and will retain the application and any relevant communications for future reference.

- more -

## **By-law Elements**

Sub-state VOAD bylaws must contain the following minimum key elements. A template is available from the MOVOAD Secretary.

General: Describe the purpose and objectives of the organization

Meetings: Detail meeting notification process  
Detail annual meeting provision  
Voting process

Membership: Full membership status requirements. Must be restricted to 501(c)(3) organizations.  
Associated membership status requirements (if desired to provide an associate membership category)  
New member application process (can exempt existing NVOAD member affiliates from this process). Must include submission of policy statement and verification of 501(c)(3) status for full membership status.  
Provisions for terminating memberships

Leadership: Detail officer tasks and election procedures. Include term of office.

Finance: Clearly defined statement that the organization is not a fund-raising or disbursing mechanism.

Dissolution: How are assets disbursed if sub-state VOAD is dissolved.

Amendments: Detail how by-laws can be changed.

